

GALLERIA AT CRYSTAL RUN COMMUNITY ACCESS FORM

**NON-PROFIT/NOT-FOR-PROFIT APPLICATION FOR PERMISSION
TO ENGAGE IN ACTIVITY AT GALLERIA AT CRYSTAL RUN**

Note: Applications to use the shopping center must be submitted to the Management Office no less than two (2) weeks prior to the date(s) desired. Applications will be reviewed in the order received and subject to availability activities will be scheduled on a first come, first serve basis. If necessary, attach additional sheets and so indicate in the appropriate place on the application form.

Any activity that does not promote good will and/or enhance customer traffic and the image of the center is strictly prohibited.

PLEASE TYPE OR PRINT

Organization Name:		
Address:		
Phone Number:		
Date(s) Requested:		
Intended Use of Table Space (example: fundraising, conducting surveys, etc.). Please be specific:		
Timing of Event:	Start Time:	Finish Time:
Group Leader/Person Responsible:		
Business Telephone:		Home Telephone:
Number of Persons Requested to be Permitted at Any One Time:		
As available, Galleria at Crystal Run will provide 6' tables, table skirting, and chairs for non-profit events.		
Number of Tables Requested:		Number of Chairs Requested:
All signs must be professionally printed, in compliance with local fire ordinances and approved by mall management.		
Will a sign, placard, or display be used at the designated location?		Circle: Yes or No
If yes, please describe the size, configuration, and details of the sign:		

Please review the rules and regulations on the following pages.

Sign, date, and return the form to the following address via fax, email or regular mail:

Galleria at Crystal Run Management Office Attention: Stacy Decker Marketing Assistant 1 North Galleria Drive Suite 142 Middletown, NY 10941	Karla Leon Marketing Director Phone: 845.692.5757 Fax: 845.692.5931 Email: karlaleon@pyramidmg.com
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COMMUNITY ACCESS FORM

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REPRESENTATIONS AND AGREEMENTS

The undersigned hereby represents that he/she is the Applicant, Officer or other authorized agent of the Applicant named herein and that he/she is over 18 years of age. The undersigned further acknowledges on behalf of him/herself or its group or organization that they have received and read a copy of the Statement of Policy, Rules and Regulations governing use of the shopping center and recognizes and agrees by his/her signature hereto that the making of this application, the issuance of any permit based upon this application and the use of the shopping center as so authorized are expressly conditional upon applicant's acceptance and continuing compliance with such rules and regulations, and that such rules and regulations are expressly incorporated by reference into any permit to applicant to access a portion of the shopping center.

The undersigned declares that the factual information furnished by him/her in the application is true, accurate and complete to the best of his/her knowledge and belief.

Applicant acknowledges and agrees that shopping center management reserves the right to request such additional information as may be necessary in its opinion to evaluate this application for access to the shopping center.

If a permit to access the shopping center is granted, applicant hereby acknowledges and agrees that in consideration for the right of access to the shopping center as permitted by management, applicant covenants and agrees to comply with, perform and be bound by all provisions of the permit, rules and regulations and any attachments and exhibits thereto.

Name of Organization : _____

Authorized Agent Signature: _____

Agent's Title: _____

Date: _____

Office Use Only

Area Assigned: _____

Date(s) & Time(s) of Use: _____

Insurance Certificate Received: _____ by _____

Approved by: _____ Date: _____

POLICY, RULES AND REGULATIONS GOVERNING THE USE OF
GALLERIA AT CRYSTAL RUN FOR ACTIVITIES

****PLEASE RETAIN THESE RULES AND REGULATIONS FOR YOUR RECORDS****

Mall Hours: Monday - Saturday 11:00 am – 7:00 pm
Sunday 11:00 am - 6:00 pm

*For holiday hours, please obtain a schedule of special hours from the mall office.

UPDATED: Added 8/23/2020

- 1. Only two staffers will be permitted when tabling at the Galleria at Crystal Run*
 - 2. When tabling at the Galleria at Crystal Run, all staffers must follow the Galleria at Crystal Run's [Healthy Shopper Guidelines](#)*
 - 3. Please minimize or eliminate the use of handouts, if possible. If you have online resources available, please use those in place of handouts.*
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- 1. Under no circumstances, unless prior written approval from mall management is granted, are there to be any outside interests brought into the center that directly compete with the merchants/tenants of the shopping center.*
 - 2. The Landlord has the right to cancel any agreement as specified in an individual contract. Galleria at Crystal Run cannot guarantee the space. Space providing, Galleria at Crystal Run may relocate your organization to another part of the mall.*
 - 3. **NO exhibitor is allowed to intercept shoppers in any way by calling to them or physically stopping them. Anyone disregarding this clause will be asked to leave the mall immediately and no monies will be refunded. Distribution of leaflets is not permitted outside or inside the mall. Placing flyers on cars is strictly prohibited. Printed matter may be distributed inside the mall ONLY from your booth or table. NO bumper stickers or self-adhesive type handouts will be permitted.***
 - 4. **All groups MUST remain at their assigned table location while fundraising/promoting their organization. By no means are volunteers allowed to wander from the table to solicit customers. It is a privilege to be granted community access, please do not take advantage of this or you will be given a warning and then asked to leave the premises.***
 - 5. There is no charge to use the common area of the mall or Community Room by non-profit/not-for-profit and charitable organizations.*
 - 6. Management reserves the right to terminate this agreement if the exhibitor violates any terms of agreement or if display is found to be unacceptable by mall management.*
 - 7. All tables used for display within the common area of the mall must be covered to within 2" of the floor with coordinating fabric that is wrinkle free. Galleria at Crystal Run will provide the same amount of table skirts as tables requested. All packing cartons must be either concealed or*

removed from the exhibit before opening of the mall. Use of lawn chairs is prohibited.

8. Electrical cords used in the common area of the mall must be a heavy duty FLAT electrical cord from hook-up to lighting secured thoroughly with rubber or plastic floor cord cover. Lighting will be limited to 300 watts/display. No taping to floors or exposed cords will be allowed.
9. Signs and other display material must be professionally printed and approved by Mall Management.
10. Common Area displays must be operational during all mall hours.
11. Applicant assumes full responsibility for damage or losses to merchandise and personal items and liability for personal injury resulting from negligence; to release Galleria at Crystal Run, Crystal Run Newco LLC. and Pyramid Management Group, Inc. from all claims wherefrom. Damages - persons or groups violating the rules will pay for any damages caused to or expenses incurred by the mall as a result of the violations. Security deposit may be required upon request.
12. Galleria at Crystal Run assumes NO responsibility for property of exhibitor.
13. Set-up and tear down activity in the common area of the mall for events must happen before 11:00AM/after 7:00PM Mondays through Saturdays or before 11:00AM/after 6:00PM on Sundays. Nothing may be moved into or through the common area during mall hours. Permission to set-up or tear down a set during mall hours must be obtained from Mall Management prior to the event.
14. If a group is given permission by Mall Management to leave their table location prior to mall closing time, the group is responsible for folding all chairs and placing them completely beneath the table and out of view.
15. Displays are limited in heights to six (6) feet, unless prior written approval is obtained from mall management.
16. NO display will block any doors, display windows, emergency or fire exits or fire hydrants.
17. NO signs, posters, banners, etc. may be attached to any mall property or structure. Please keep all signage OFF the painted columns throughout the mall.
18. NO boxes are to be stored behind displays in the common area of the mall. Keep excess literature, etc., under tables and hidden from view.
19. Displays are to be kept neat at all times. Leave your area as clean as the way you found it. Clean area of debris and remove trash daily. Do not rely on housekeeping staff to clean your mess.
20. Any food or beverage brought into the Community Room must be removed at the end of your term. Tables MUST be wiped clean of any food or beverage. If after inspection of the Community Room by mall management, the room is found to not have been left in an acceptable condition, a clean-up charge of \$100 will be sent to your organization for payment.

21. Exhibitors wishing to use audio equipment must have prior written approval of mall management and **MUST** keep the volume at a reasonable level.
22. Helium balloons and confetti are strictly forbidden.
23. Risk of injury: persons entering upon the premises of the mall for the purposes described in these rules do so at their sole risk. Neither the mall nor any of its owners, beneficiaries or agents shall have any liability for injury to such persons except liability arising from the willful misconduct of the mall's agents or employees.
24. There will be a fee per day/per unit charges for any exhibit not removed from the mall on the day or time specified by the mall manager or the marketing director. **NO** exhibit shall be moved during mall hours.
25. While you are exhibiting at Galleria at Crystal Run, employees or volunteers are required to park at least 15 spaces away from the mall structure.
26. The assigned location will be the discretion of the mall management and is subject to change at the discretion of mall management
27. All groups must be insured in accordance with the insurance requirements listed below.

GALLERIA AT CRYSTAL RUN INSURANCE REQUIREMENTS

- One million dollars (\$1 million) liability insurance certificate from your insurance carrier
- The certificate must be as follows (see attached sample):
 - Name CRYSTAL RUN GALLERIA LLC. and Pyramid Management Group LLC as additional insured
 - State the type of event (i.e. demonstration, fashion show)
 - State the date(s) of the event(s)
 - Be dated within 30 (thirty) days prior to the event
- Certificates may be faxed (845-692-5931) however a hard copy must be received as well
- All insurance certificates must be received no later than 48 hours prior to the day of the scheduled event



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA INC. 507 PLUM STREET, SUITE 110 SYRACUSE, NY 13204	CONTACT NAME: RENEE IMPAGLIA		
	PHONE (A/C, No, Ext): 315-425-3924	FAX (A/C, No): 315-425-3952	
E-MAIL ADDRESS: RENEE.M.IMPAGLIA@MARSH.COM			
INSURED LICENSE AGREEMENT	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: ABC INSURANCE COMPANY		11111
	INSURER B:		
	INSURER C: COMPANIES MUST HAVE AN AM BEST		5 DIGIT
	INSURER D: RATING OF A- OR BETTER AND BE		CODE
INSURER E: LICENSED TO DO BUSINESS IN THE			
INSURER F: STATE WHERE MALL IS LOCATED			

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSUR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> DED / SIR IF ANY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	Y	Y				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 PRODUCTS - COMP/OP AGG \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	NY POLICY MUST INCLUDE "ANY AUTO"			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ IF ANY	Y	Y	FULL POLICY LIMIT SHOULD BE SHOWN			MINIMUM LIMITS REQUIRED DATES OF LEASE AGREEMENT EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AS REQUIRED BY THE LAWS OF THE STATE OF MALL LOCATION. NY MUST BE LISTED UNDER ITEM 3A OF THE POLICY (NY STATE LAW)			<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ERS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Please put a description of your event as well as the dates here

Certificate Holder Pyramid Management Group Crystal Run Galleria LLC. One North Galleria Drive Middletown, NY 10941	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE SIGNATURE IS REQUIRED
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